

**Title 132J WAC**  
**COMMUNITY COLLEGES—GREEN RIVER COMMUNITY**  
**COLLEGE**

<b>Chapters</b>	
<b>132J-108</b>	<b>Practice and procedure.</b>
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<b>DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE</b>	
<b>Chapter 132J-12</b>	
<b>UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF GREEN RIVER COMMUNITY COLLEGE</b>	
132J-12-003	Purpose. [Order 68-1, § 132J-12-003, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-006	Positions covered by the rules. [Order 68-1, § 132J-12-006, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-009	Adoption of rules. [Order 68-1, § 132J-12-009, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-012	Amendment of rules. [Order 68-1, § 132J-12-012, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-015	Definition of terms. [Order 68-1, § 132J-12-015, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-018	Organization. [Order 68-1, § 132J-12-018, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-021	Compensation. [Order 68-1, § 132J-12-021, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-024	Election of officers. [Order 68-1, § 132J-12-024, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-027	Meetings. [Order 68-1, § 132J-12-027, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-030	Powers and duties. [Order 68-1, § 132J-12-030, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-033	Appointment of personnel director. [Order 68-1, § 132J-033, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-036	Powers and duties. [Order 68-1, § 132J-12-036, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-039	Content. [Order 68-1, § 132J-12-039, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-042	Amendment. [Order 68-1, § 132J-12-042, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-045	Allocation. [Order 68-1, § 132J-12-045, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-048	Interpretation of specifications. [Order 68-1, § 132J-12-048, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-051	Use in allocation. [Order 68-1, § 132J-12-051, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-054	Use in examination. [Order 68-1, § 132J-12-054, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-057	Statements of general qualifications. [Order 68-1, § 132J-12-057, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-060	Authority. [Order 68-1, § 132J-12-060, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-063	Use of class titles. [Order 68-1, § 132J-12-063, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-066	General policies. [Order 68-1, § 132J-12-066, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-069	Content. [Order 68-1, § 132J-12-069, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-072	Amendment. [Order 68-1, § 132J-12-072, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-075	Payroll certification. [Order 68-1, § 132J-12-075, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-078	Overtime payment. [Order 68-1, § 132J-12-078, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-081	Hours of work. [Order 68-1, § 132J-12-081, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-084	Rest periods. [Order 68-1, § 132J-12-084, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-087	Holidays. [Order 68-1, § 132J-12-087, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

132J-12-096	Annual leave. [Order 68-1, § 132J-12-096, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-207	Conduct of examinations. [Order 68-1, § 132J-12-207, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-120	Sick leave. [Order 68-1, § 132J-12-120, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-210	Anonymity of applicants. [Order 68-1, § 132J-12-210, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-123	Prior annual and sick leave credits. [Order 68-1, § 132J-12-123, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-213	Rating of examinations. [Order 68-1, § 132J-12-213, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-144	Military training leave with pay. [Order 68-1, § 132J-12-144, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-216	Veteran's preference. [Order 68-1, § 132J-12-216, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-147	Military leave without pay. [Order 68-1, § 132J-12-147, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-219	Noncompetitive examinations. [Order 68-1, § 132J-12-219, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-150	Leave for civil duty. [Order 68-1, § 132J-12-150, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-222	Definition of veteran. [Order 68-1, § 132J-12-222, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-153	Leave of absence without pay. [Order 68-1, § 132J-12-153, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-223	Limitations on preference. [Order 68-1, § 132J-12-223, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-165	Absence without authorized leave. [Order 68-1, § 132J-12-165, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-226	Proof of eligibility. [Order 68-1, § 132J-12-226, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-168	Selection by examination. [Order 68-1, § 132J-12-168, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-229	Notification of examination results. [Order 68-1, § 132J-12-229, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-171	Announcement of examinations. [Order 68-1, § 132J-12-171, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-231	Notification of cancellation. [Order 68-1, § 132J-12-231, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-175	Distribution of announcements. [Order 68-1, § 132J-12-175, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-232	Medical examination. [Order 68-1, § 132J-12-232, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-177	Open competitive examinations. [Order 68-1, § 132J-12-177, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-235	Establishment and maintenance. [Order 68-1, § 132J-12-235, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-180	Promotional examinations. [Order 68-1, § 132J-12-180, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-238	Organizational units. [Order 68-1, § 132J-12-238, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-183	Forms of application. [Order 68-1, § 132J-12-183, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-241	Merit lists. [Order 68-1, § 132J-12-241, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-186	Freedom from bias. [Order 68-1, § 132J-12-186, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-245	Layoff lists. [Order 68-1, § 132J-12-245, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-189	Admission to examination. [Order 68-1, § 132J-12-189, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-248	Unranked lists. [Order 68-1, § 132J-12-248, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-192	Disqualification of applicants. [Order 68-1, § 132J-12-192, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-251	Duration of eligible lists. [Order 68-1, § 132J-12-251, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-195	Original examinations. [Order 68-1, § 132J-12-195, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-253	Layoff and reemployment lists. [Order 68-1, § 132J-12-253, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-198	Promotional examinations. [Order 68-1, § 132J-12-198, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-261	Removal of names from eligible lists. [Order 68-1, § 132J-12-261, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-201	Noncompetitive examinations. [Order 68-1, § 132J-12-201, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-264	Comparable lists. [Order 68-1, § 132J-12-264, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-204	Open-continuous examinations. [Order 68-1, § 132J-12-204, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-267	Availability of eligibles. [Order 68-1, § 132J-12-267, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

132J-12-270	Request for employees. [Order 68-1, § 132J-12-270, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-329	Disciplinary action. [Order 68-1, § 132J-12-329, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-273	Method of certification. [Order 68-1, § 132J-12-273, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-332	Suspension. [Order 68-1, § 132J-12-332, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-276	Ranked lists. [Order 68-1, § 132J-12-276, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-335	Demotion. [Order 68-1, § 132J-12-335, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-277	Urgency certification. [Order 68-1, § 132J-12-277, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-338	Who may appeal from disciplinary actions. [Order 68-1, § 132J-12-338, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-279	Related lists. [Order 68-1, § 132J-12-279, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-341	Procedures for hearing appeals. [Order 68-1, § 132J-12-341, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-281	Selection. [Order 68-1, § 132J-12-281, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-344	Service ratings and training. [Order 68-1, § 132J-12-344, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-284	Probationary appointments. [Order 68-1, § 132J-12-284, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-347	Education and training. [Order 68-1, § 132J-12-347, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-287	Provisional appointments. [Order 68-1, § 132J-12-287, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-350	Outside course work. [Order 68-1, § 132J-12-350, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-290	In-training appointments. [Order 68-1, § 132J-12-290, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-353	Classes during working hours—Compensation—Authorization. [Order 68-1, § 132J-12-353, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-293	Promotion—Trial service period. [Order 68-1, § 132J-12-293, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-356	Special training programs. [Order 68-1, § 132J-12-356, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-296	Transfer. [Order 68-1, § 132J-12-296, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-359	Prohibitions and penalties—Political activity. [Order 68-1, § 132J-12-359, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-299	Demotion. [Order 68-1, § 132J-12-299, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-362	Outside employment. [Order 68-1, § 132J-12-362, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-302	Purpose for probationary period. [Order 68-1, § 132J-12-302, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-365	Employment of more than one member of a family. [Order 68-1, § 132J-12-365, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-305	Duration. [Order 68-1, § 132J-12-305, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-368	False statements—Fraud. [Order 68-1, § 132J-12-368, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-308	Removal during probationary period. [Order 68-1, § 132J-12-308, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-371	Bribery. [Order 68-1, § 132J-12-371, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-311	Demotion during probationary period. [Order 68-1, § 132J-12-311, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-374	Interference by officials. [Order 68-1, § 132J-12-374, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-314	Separation. [Order 68-1, § 132J-12-314, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-377	Penalties. [Order 68-1, § 132J-12-377, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-317	Resignation. [Order 68-1, § 132J-12-317, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-380	Discrimination. [Order 68-1, § 132J-12-380, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-320	Reduction in force—Layoff. [Order 68-1, § 132J-12-320, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-383	Personnel records and reports. [Order 68-1, § 132J-12-383, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-323	Dismissal. [Order 68-1, § 132J-12-323, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-385	Roster. [Order 68-1, § 132J-12-385, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-326	Abandonment of position. [Order 68-1, § 132J-12-326, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-388	Reports to the personnel director. [Order 68-1, § 132J-12-388, filed 10/15/68.] Repealed by 78-11-035 (Reso-

132J-12-401	lution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-112-916	manent Order 3417, § 132J-112-915, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
	Public records. [Order 68-1, § 132J-12-401, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.		Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Emergency and Permanent Order 3417, § 132J-112-916, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
	<b>Chapter 132J-112</b> <b>PROCEDURES FOR ADMINISTERING</b> <b>THE PROFESSIONAL NEGOTIATIONS LAW</b>		Electioneering within the polls forbidden. [Emergency and Permanent Order 3417, § 132J-112-917, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-112-900	Purpose—Elections and recognition. [Emergency and Permanent Order 3417, § 132J-112-900, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-112-917	Contest of election—Time for filing objections—Investigation of objections. [Emergency and Permanent Order 3417, § 132J-112-918, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-112-901	Definitions. [Emergency and Permanent Order 3417, § 132J-112-901, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-112-918	Persons eligible to vote—Any person who qualifies under definition of "academic employee." [Emergency and Permanent Order 3417, § 132J-112-919, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-112-902	Request for election—Canvass of academic employees by independent and neutral person or association. [Emergency and Permanent Order 3417, § 132J-112-902, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-112-919	Election determined by majority of valid votes cast—Run-off election. [Emergency and Permanent Order 3417, § 132J-112-920, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-112-903	Notice of election—Organization to be included on ballot—Time for filing. [Emergency and Permanent Order 3417, § 132J-112-903, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-112-920	Time lapse for new election. [Emergency and Permanent Order 3417, § 132J-112-921, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-112-904	Contents of notice of election—Designation of chief election officer—Duties. [Emergency and Permanent Order 3417, § 132J-112-904, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-112-921	<b>Chapter 132J-120</b> <b>STUDENT BODY RIGHTS AND RESPONSIBILITIES</b>
132J-112-905	List of academic employees—Posting of list. [Emergency and Permanent Order 3417, § 132J-112-905, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-010	The purpose for adopting these statements. [Order 76-2, § 132J-120-010, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-906	Election inspectors—Duties—Right to challenge voter—Improper conduct. [Emergency and Permanent Order 3417, § 132J-112-906, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-020	General policies. [Order 76-2, § 132J-120-020, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-907	Ballots. [Emergency and Permanent Order 3417, § 132J-112-907, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-030	Definitions. [Order 76-2, § 132J-120-030, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-908	Record of vote—Signature—Challenge. [Emergency and Permanent Order 3417, § 132J-112-908, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-040	Right to academic freedom. [Order 76-2, § 132J-120-040, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-909	Incorrectly marked ballot. [Emergency and Permanent Order 3417, § 132J-112-909, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-050	Right of access to college facilities. [Order 76-2, § 132J-120-050, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-910	Privacy for voter—Equipment. [Emergency and Permanent Order 3417, § 132J-112-910, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-060	Right to confidentiality of records. [Order 76-2, § 132J-120-060, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-911	Folding ballot—Ballot box. [Emergency and Permanent Order 3417, § 132J-112-911, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-070	Right of sale of personal property. [Order 76-2, § 132J-120-070, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-912	Challenged ballot—Procedure. [Emergency and Permanent Order 3417, § 132J-112-912, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-080	Right of distribution of material. [Order 76-2, § 132J-120-080, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-913	Employees present entitled to vote—Sealing ballot box—Unused ballots. [Emergency and Permanent Order 3417, § 132J-112-913, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-090	Right to publication. [Order 76-2, § 132J-120-090, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-914	Election inspectors duties after voting has terminated. [Emergency and Permanent Order 3417, § 132J-112-914, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-120-100	Student activities. [Order 76-2, § 132J-120-100, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
132J-112-915	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Emergency and Per-	132J-120-110	Procedures for violation of academic standards. [Order 76-2, § 132J-120-110, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).
		132J-120-120	Disciplinary proceedings. [Order 76-2, § 132J-120-120, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).

132J-120-130 Method of revision. [Order 76-2, § 132J-120-130, filed 7/1/76.] Repealed by 93-04-022, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13).

**Chapter 132J-136**  
**SMOKING REGULATIONS**

132J-136-010 Smoking regulations. [Order 73-3, § 132J-136-010, filed 5/23/73.] Repealed by Permanent and Emergency Order 75-1, filed 9/4/75. Later promulgation, see WAC 132J-136-030.

132J-136-020 Statement of purpose. [Permanent and Emergency Order 76-1, § 132J-136-020, filed 3/23/76; Permanent and Emergency Order 75-1, § 132J-136-020, filed 9/4/75.] Repealed by 94-04-054, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.

132J-136-025 Definition. [Permanent and Emergency Order 76-1, § 132J-136-025, filed 3/23/76.] Repealed by 94-04-054, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.

132J-136-030 Prohibition in certain areas. [Permanent and Emergency Order 76-6, § 132J-136-030, filed 8/11/76; Permanent and Emergency Order 76-4, § 132J-136-030, filed 6/25/76; Permanent and Emergency Order 76-1, § 132J-136-030, filed 3/23/76; Permanent and Emergency Order 75-1, § 132J-136-030, filed 9/4/75. Formerly WAC 132J-136-010.] Repealed by 94-04-054, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.

132J-136-040 No smoking signs. [Permanent and Emergency Order 75-1, § 132J-136-040, filed 9/4/75.] Repealed by 94-04-054, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.

132J-136-050 Enforcement. [Permanent and Emergency Order 76-1, § 132J-136-050, filed 3/23/76; Permanent and Emergency Order 75-1, § 132J-136-050, filed 9/4/75.] Repealed by 94-04-054, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.

**Chapter 132J-108 WAC**  
**PRACTICE AND PROCEDURE**

**WAC**

132J-108-010 Adoption of model rules of procedure.

132J-108-020 Appointment of presiding officers.

132J-108-030 Method of recording.

132J-108-040 Application for adjudicative proceeding.

132J-108-050 Brief adjudicative procedures.

132J-108-060 Discovery.

132J-108-070 Procedure for closing parts of the hearings.

132J-108-180 Recording devices.

**WAC 132J-108-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-010, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-020 Appointment of presiding officers.** The presiding officer for an adjudicative proceeding shall be designated by rule or, in the absence of an applicable rule or effective designation, appointed by the president or president's designee. The presiding officer shall be an administrative law judge, a member in good standing of the Wash-

(1999 Ed.)

ington State Bar Association, a panel of individuals, the president or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-108-020, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-020, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-030, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address:

Office of the President  
Green River Community College  
12401 S.E. 320th Street  
Auburn, WA 98002

Written application for an adjudicative proceeding should be submitted to the above address within 20 days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-040, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-050 Brief adjudicative procedures.**

This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings, except as otherwise provided in another rule;
- (4) Parking and traffic violations, permits, fines, and penalties;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution sponsored athletic events;
- (7) Refund of tuition and special fees under WAC 132J-160-010 through 132J-160-050.

[Statutory Authority: RCW 28B.50.140 and 34.05.482. 94-04-051, § 132J-108-050, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-108-050, filed 1/27/93, effective 2/27/93. Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-050, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding

officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-060, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-070 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within 10 days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within 20 days of receiving the request.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-070, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-180 Recording devices.** No cameras or recording devices shall be allowed in those parts of the proceedings which the presiding officer has determined shall be closed pursuant to WAC 132J-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-180, filed 11/5/90, effective 12/6/90.]

## Chapter 132J-116 WAC TRAFFIC AND PARKING RULES AND REGULATIONS

### WAC

132J-116-010	Purpose for adopting rules.
132J-116-021	Definitions.
132J-116-030	Applicable traffic rules and regulations.
132J-116-040	Permits required for vehicles on campus.
132J-116-050	Authorization for issuance of permits.
132J-116-060	Valid permit.
132J-116-080	Transfer of permits.
132J-116-090	Permit revocation.
132J-116-100	Right to deny permit.
132J-116-110	Right to appeal.
132J-116-120	Responsibility of person to whom permit issued.
132J-116-130	Designation of parking.
132J-116-140	Parking within designated spaces.
132J-116-150	Regulatory signs and directions.
132J-116-160	Speed limit.
132J-116-170	Pedestrian's right of way.
132J-116-180	Two-wheeled motorbikes or bicycles.
132J-116-190	Report of accidents.
132J-116-210	Issuance of traffic tickets.
132J-116-220	Fines and penalties.
132J-116-230	Liability of college.
132J-116-240	Exceptions.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132J-116-020	Definitions. [Order 73-4, § 132J-116-020, filed 6/6/73.] Repealed by 94-04-052, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.
132J-116-070	Display of permit. [Order 73-4, § 132J-116-070, filed 6/6/73.] Repealed by 94-04-052, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.
132J-116-200	Enforcement. [Order 73-4, § 132J-116-200, filed 6/6/73.] Repealed by 94-04-052, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.140.

**WAC 132J-116-010 Purpose for adopting rules.** Pursuant to RCW 28B.50.140(10), the board of trustees of Green River Community College, District 10, is granted authority to make rules and regulations for pedestrian and vehicular traffic on property owned, operated, or maintained by the college district. The rules and regulations contained in this chapter are adopted under that authority for the following purposes:

- (1) To protect and control pedestrian and vehicular traffic;
- (2) To assure access at all times for emergency traffic;
- (3) To minimize traffic disturbance during class hours; and
- (4) To facilitate the operation of the community college by assuring access for vehicles and regulating the use of parking spaces.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-010, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-010, filed 6/6/73.]

**WAC 132J-116-021 Definitions.** As used in this chapter:

- (1) "Board" shall mean the board of trustees of Green River Community College, District 10, state of Washington.
- (2) "Campus" shall mean any and all public lands owned, operated, or maintained by Green River Community College, District 10, state of Washington.
- (3) "Campus security officer" shall mean an independent contractor or employee of the college who is designated by the vice-president for business affairs as being responsible for campus traffic control, parking, and security.
- (4) "College" shall mean Green River Community College, District 10, state of Washington.
- (5) "Faculty member" or "academic employee" shall mean any employee of Green River Community College, District 10, state of Washington whose employment is as a teacher, counselor, librarian or academic department head, except an administrator.
- (6) "Parking permit" shall mean a writing issued under the authority of the vice president for business affairs which grants a license to its authorized holder to park a designated vehicle on the campus for a time period and under conditions stated thereon.
- (7) "Permanent" parking permits shall mean permits which are valid, as specified thereon, for a school term or a portion thereof exceeding one month.
- (8) "School term" shall mean, unless otherwise designated, the time period commencing with the summer quarter of a community college calendar year and extending through the immediately subsequent fall, winter, and spring quarters.
- (9) "Staff member" shall mean a contracted or classified employee of Green River Community College, District 10, state of Washington.
- (10) "Student" shall mean any person who is enrolled in Green River Community College.
- (11) "Temporary" parking permits shall mean permits which are valid for a specific period designated on the permit up to a maximum of one month.
- (12) "Vehicle" shall mean an automobile, truck, motorcycle, motor scooter, or other motor-driven vehicle.
- (13) "Vice-president for business affairs" shall mean the college employee designated with that job title or with the

responsibilities of that title by the president, and any person designated by the vice-president to act for her/him on any matter(s) arising under this chapter.

(14) "Visitor" shall mean any person other than a student, faculty member, staff member, or officer of the college, who lawfully comes upon the campus for purposes which are in keeping with the college's role as an institution of higher education in the state of Washington.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-021, filed 1/31/94, effective 3/3/94.]

**WAC 132J-116-030 Applicable traffic rules and regulations.** The other traffic rules and regulations which are also applicable upon the campus are as follows:

(1) The motor vehicle and other traffic laws of the state of Washington; and

(2) The traffic code of the county of King, state of Washington.

[Order 73-4, § 132J-116-030, filed 6/6/73.]

**WAC 132J-116-040 Permits required for vehicles on campus.** No student, faculty member, staff member, or visitor may stop, park, or leave a vehicle whether attended or unattended upon the campus without a valid parking permit issued pursuant to WAC 132J-116-050.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-040, filed 1/31/94, effective 3/3/94. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-040, filed 6/24/81; Order 73-4, § 132J-116-040, filed 6/6/73.]

**WAC 132J-116-050 Authorization for issuance of permits.** The vice-president for business affairs is authorized to issue parking permits to students, administrators, faculty members, staff members, and visitors of the college, as follows:

(1) A person may be issued a parking permit upon the proper registration of his vehicle with the college.

(2) A person may be issued a temporary, permanent, visitor, or special use parking permit, as appropriate, under standards adopted by the vice-president for business affairs.

(3) Additional permits may be issued to an individual who shows that s/he drives more than one vehicle but agrees to park only one vehicle on campus at any one time.

(4) The vice-president for business affairs shall determine the fee, if any, to be charged for each type of permit. Persons who pay the current fee for parking permits and later request a refund shall receive refunds according to the refund policy.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-050, filed 1/31/94, effective 3/3/94. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-050, filed 6/24/81; Order 77-1, § 132J-116-050, filed 5/20/77 and 9/15/77; Order 73-4, § 132J-116-050, filed 6/6/73.]

**WAC 132J-116-060 Valid permit.** (1) A valid parking permit is:

(a) An unexpired permanent, temporary, visitor, or special use permit,

(b) Issued under the authority of the vice-president for business affairs,

(c) Used according to its terms, and

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(d) Affixed to and visible from outside of the vehicle—and the windshield if the vehicle has one.

(2) No permit will be valid for more than one year.

(3) Expired permits shall be removed from the vehicle.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-060, filed 1/31/94, effective 3/3/94. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-060, filed 6/24/81; Order 73-4, § 132J-116-060, filed 6/6/73.]

**WAC 132J-116-080 Transfer of permits.** (1) Parking permits are not transferable except as provided herein.

(2) If a vehicle is sold or traded, a new permit will be issued to the new owner or driver at no cost if s/he brings the invalid permit or remnant thereof, and the permit number, to the permit-issuing office.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-080, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-080, filed 6/6/73.]

**WAC 132J-116-090 Permit revocation.** A parking permit is the property of the college and may be revoked by the vice-president for business affairs:

(1) When the purpose for which the permit was issued no longer exists or applies;

(2) When it is used by a person or on a vehicle other than the one for whom or which it was issued;

(3) For falsification on the permit application;

(4) For the holder's or vehicle's continued or flagrant violations of parking or traffic regulations; or

(5) When it has been altered.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-090, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-090, filed 6/6/73.]

**WAC 132J-116-100 Right to deny permit.** The vice-president for business affairs may deny a parking permit to anyone who has had a previous parking permit revoked or refused, or whose driving or parking record indicates a significant disregard for the rights or safety of other people.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-100, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-100, filed 6/6/73.]

**WAC 132J-116-110 Right to appeal.** (1) When a parking permit has been revoked pursuant to WAC 132J-116-090 or has been denied under WAC 132J-116-100, or when a fine or penalty has been levied under this chapter, such action may be appealed through a brief adjudicative proceeding.

(2) Such an appeal may be made by filing within twenty days of the challenged action a written request for such a proceeding with the vice-president for marketing and student development, or her/his designee, who shall serve as presiding officer.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-110, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-110, filed 6/6/73.]

**WAC 132J-116-120 Responsibility of person to whom permit issued.** The person to whom a parking permit is issued shall be responsible for every violation of college rules and regulations involving the vehicle. However, such responsibility shall not relieve any other person of her/his separate responsibility for the same violation(s). In the event

that a vehicle in violation is not registered with the college, the registered owner will be responsible for any violation(s).

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-120, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-120, filed 6/6/73.]

**WAC 132J-116-130 Designation of parking.** (1) Parking spaces available on campus shall be designated and allocated by the vice-president for business affairs.

(2) Faculty and staff spaces shall be so designated.

(3) Student spaces will be all spaces designated for parking and not posted for faculty or staff or otherwise restricted.

(4) Parking spaces may also be designated for visitors or other special purposes.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-130, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-130, filed 6/6/73.]

**WAC 132J-116-140 Parking within designated spaces.** (1) All vehicles must be parked within designated parking areas and parking stalls.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that another vehicle may have been improperly parked shall not constitute an excuse for violation of this section.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-140, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-140, filed 6/6/73.]

**WAC 132J-116-150 Regulatory signs and directions.**

The vice-president for business affairs is authorized to erect signs, barricades and other structures, and to make or post marks or other directions upon the entry ways and streets, to effectuate the objectives of this chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by a campus security officer in the control and regulation of traffic.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-150, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-150, filed 6/6/73.]

**WAC 132J-116-160 Speed limit.** No vehicle shall be operated on the campus at a speed in excess of fifteen miles per hour, or such slower speed as is reasonable and prudent under the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other activities not authorized by the vice-president for business affairs.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-160, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-160, filed 6/6/73.]

**WAC 132J-116-170 Pedestrian's right of way.** (1) The operator of a vehicle shall yield right of way to any pedestrian. However, no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Where a sidewalk is provided, pedestrians shall proceed upon such a sidewalk.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-170, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-170, filed 6/6/73.]

**WAC 132J-116-180 Two-wheeled motorbikes or bicycles.** (1) All two-wheeled vehicles powered by an engine shall park in a space designated for motorcycles only. No vehicles shall be ridden on the sidewalks on campus at any time unless authorized by the vice-president for business affairs.

(2) Bicycles and other nonmotorized cycles shall be subject to posted or published regulations as established by the vice-president for business affairs.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-180, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-180, filed 6/6/73.]

**WAC 132J-116-190 Report of accidents.** The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or damage to the property of any one person to an apparent extent of at least \$500 shall within twenty-four hours report such accident in writing to the vice-president for business affairs and to the appropriate law enforcement agency as required by RCW 46.52.030 or other law. Any other accident may be reported, if desired, to a campus security officer.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-190, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-190, filed 6/6/73.]

**WAC 132J-116-210 Issuance of traffic tickets.** Upon observing the violation of any of the rules and regulations contained in this chapter, the vice-president for business affairs or a campus security officer may issue a summons or citation setting forth the date, the approximate time, permit number, license information, infraction, issuing person, and applicable fine(s). Such summons or citation may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

[Statutory Authority: RCW 28B.50.140. 94-04-052, § 132J-116-210, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-210, filed 6/6/73.]

**WAC 132J-116-220 Fines and penalties.** (1) The vice-president for business affairs is authorized to adopt and impose fines and penalties for violation of the rules and regulations contained in this chapter.

(2) A vehicle parked in violation of a parking regulation will be subject to a fine and also may be impounded, in accordance with RCW 46.55.070 et seq. and other applicable law, and taken to such place for storage as the vice-president for business affairs selects. The expenses of such impound and storage shall be the responsibility of the registered owner and the driver of the vehicle. The college shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(3) An accumulation of traffic or parking violations by a student, staff member, administrator or faculty member may be cause for disciplinary action, to be initiated by an appropriate administrator.

(4) An accumulation of unpaid fines against a student, staff member, administrator or faculty member may be turned over to a private collection agency for collection. Other appropriate collection procedures may be initiated as deemed necessary.

[Statutory Authority: RCW 28B.50.140, 94-04-052, § 132J-116-220, filed 1/31/94, effective 3/3/94. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-220, filed 6/24/81; Order 73-4, § 132J-116-220, filed 6/6/73.]

**WAC 132J-116-230 Liability of college.** The college assumes no liability under any circumstances for vehicles on campus.

[Order 73-4, § 132J-116-230, filed 6/6/73.]

**WAC 132J-116-240 Exceptions.** (1) No vehicle owned by a governmental agency, as evidenced by its license plate, will be required to display a parking permit. Such vehicles will be subject to all other parking and traffic regulations.

(2) No patrol, service, maintenance, or other college vehicle, or vehicle authorized by a college officer to be on campus for official college business, will be required to obey parking regulations when being used for a college purpose which requires nonconforming parking.

[Statutory Authority: RCW 28B.50.140, 94-04-052, § 132J-116-240, filed 1/31/94, effective 3/3/94; Order 73-4, § 132J-116-240, filed 6/6/73.]

## Chapter 132J-125 WAC RULES OF STUDENT CONDUCT

### WAC

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#### SECTION I INTRODUCTION

**WAC 132J-125-010 Purpose.** (1) Green River Community College, an agency of the state of Washington, provides a variety of educational opportunities for students; namely the opportunities to examine the academic, vocational, technical, cultural, social and recreational aspects of society. Green River Community College as an institution of society must maintain conditions conducive to the effective performance of its functions. Consequently, Green River Community College has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

(2) The student is, first of all, a member of the community at large, and as such has the rights and responsibilities of any citizen. In addition, admission to Green River Community College carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules and regulations of the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community.

(3) The following rules regarding the conduct of students are adopted in order to provide students a full understanding of the rules that will enable the college to maintain conditions conducive to the effective performance of the college's functions. Sanctions for violations of the rules of student conduct will be administered by the college in the manner provided by said rules. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to the appropriate authorities. In cases of minors, this conduct may also be referred to parents or legal guardians.

[Statutory Authority: RCW 28B.50.140(13), 93-04-022, § 132J-125-010, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-020 Definitions.** As used in this chapter, unless the context requires otherwise:

(1) "Administration" and "administrator" include the president, assistant(s) to the president, vice presidents, deans, directors of programs or functions, and everyone else designated as a member of the administration by the board of trustees.

(2) "Arbitrary or capricious" refers to willful or unreasonable action, taken without consideration of, or in disregard of, facts or circumstances of a particular case. Where there is room for two reasonable opinions, an action shall not be deemed to be arbitrary or capricious when taken honestly and upon due consideration, however much it may be believed that an erroneous conclusion has been reached.

(3) "Assembly" means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.

(4) "College" means the institution(s) operated by the board of trustees of the district.

(5) "College community" is composed of all individuals who are enrolled in classes and/or employed by the college.

(6) "College facilities" and "college facility" mean and include any and all real and personal property owned, rented, leased or operated by the board of trustees of Washington State Community College District 10, and shall include all buildings and appurtenances attached thereto and all parking lots and other grounds.

(7) "Designee" means a person appointed in writing by an officer or other person designated in a rule to perform a function, to perform that function on the appointer's behalf.

(8) "Disciplinary action" and "discipline" shall mean and include reprimand, probation, suspension, dismissal, monetary fine, restitution, and any other action taken against a student as a sanction or penalty for violation of a designated rule of student conduct.

(9) "District" means Washington State Community College District 10.

(10) "Faculty member" and "instructor" mean any employee of Washington Community College District 10 who is employed on a full or part-time basis as a teacher, instructor, counselor or librarian.

(11) "President" is the chief executive officer of the college appointed by the board of trustees.

(12) "Recognized student organization" means the organization established by and operated pursuant to the Constitution of the Associated Students of Green River Community College.

(13) "Rules of student conduct" shall mean those rules regulating student conduct as herein adopted.

(14) "Service," "serve," "filing" and "file" shall have the meanings in WAC 10-08-110.

(15) "Student" is any person who is enrolled for classes or is formally in the process of applying for admission to the college.

(16) The singular includes the plural and vice versa, the masculine includes the feminine and vice versa, and the disjunctive includes the conjunctive and vice versa.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-020, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-030 Jurisdiction.** This chapter shall apply to students and student conduct which occurs (1) on or in a college facility or (2) whenever a student is present at or engaged in any college-sponsored program or function. This chapter is not exclusive, and where conduct becomes known which may also violate any other rule or provision of law,

nothing herein shall limit the right or duty of any person to report elsewhere or seek another remedy for that conduct.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-030, filed 1/27/93, effective 2/27/93.]

## SECTION II NONACADEMIC RIGHTS AND RESPONSIBILITIES

### **WAC 132J-125-055 Right to demand identification.**

(1) For the purpose of determining identity of a person as a student, any faculty member, college administrator, or designee of the president may demand that any person produce evidence of student enrollment at the college. Presenting a current student identification card with a picture I.D. card will be deemed proof of student status.

(2) Refusal by a student to produce identification as required shall be cause for disciplinary action.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-055, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-060 Freedom of expression.** The right of free speech is fundamental to the democratic process. Students and other members of the college community shall be free to express their views or support causes by orderly means which do not disrupt the regular and essential operations of the college.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-060, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-065 Right to assembly.** (1) Students shall have the right of "assembly" upon college facilities that are generally available to the public. Such assembly shall:

- (a) Be conducted in an orderly manner;
- (b) Not unreasonably interfere with vehicular or pedestrian traffic;
- (c) Not unreasonably interfere with classes, schedules, meetings or ceremonies, and
- (d) Not unreasonably interfere with the regular activities of the college.

(2) A student who conducts or participates in an assembly in a manner which causes or helps to cause a violation of this section shall be subject to discipline.

(3) All speakers at an assembly shall allow time, insofar as circumstances reasonably permit, for a question and answer session.

(4) Sound amplifying equipment shall not be used without permission of the college president or president's designee.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-065, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-070 Right to outside speakers.** (1) Any recognized student organization, after written notification to the dean for student programs as prescribed herein, may invite a speaker to the college, subject to any restraints imposed by law.

(2) The appearance of an invited speaker at the college does not represent an endorsement, either implicit or explicit, by the college.

(3) The scheduling of facilities for hearing invited speakers shall be made through the college conference and scheduling office.

(4) The dean for student programs must be notified in writing at least four academic days prior to the appearance of an invited speaker. Notification shall include time, location and sponsoring organization. An exception to the four day notification requirement may be made by the dean for student programs or the vice president for marketing and student development.

(5) All speakers shall allow time, insofar as circumstances reasonably permit, for a question and answer session.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-070, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-075 Right to sale of personal property.** (1) Students have the right to engage in legal, incidental sales of personal property in private transactions.

(2) All other sales shall take place in Lindblom Student Center subject to the approval and requirements of the dean for student programs or designee.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-075, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-080 Distribution of materials.** (1) Handbills, leaflets, newspapers and similar materials may be distributed free of charge upon college facilities designated by the dean for student programs, provided that such distribution does not interfere with the ingress and egress of persons or interfere with the free flow of vehicle or pedestrian traffic.

(2) All students and nonstudents shall register with the dean for student programs prior to distributing any handbill, leaflet, newspaper or related matter, including, but no limited to, materials to be posted on college bulletin boards.

(3) The distribution of materials is prohibited in parking areas.

(4) All handbills, leaflets, newspapers and similar materials should identify the publisher and the distributing organization or individual.

(5) Distribution by means of accosting individuals or unreasonably disruptive behavior is prohibited.

(6) Any student who violates any provision of this rule relating to the distribution and sale of handbills, leaflets, newspapers or similar materials shall be subject to discipline.

(7) Any distribution of the materials regulated in this section shall not be construed as approval of the same by the college.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-080, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-085 Denial of access to Green River Community College.** (1) The vice-president for marketing and student development may deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college, or would, by the student's presence or conduct, create a disruptive atmosphere within the college or a substantial risk of actual harm to a member of the campus community.

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(2) Denial of access decisions may be appealed, as or like disciplinary actions, to the disciplinary board or academic board, whichever is designated by the vice-president for marketing and student development.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-085, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-090 Trespass.** (1) In the instance of any event that the vice-president for marketing and student development or designee deems to be disruptive of order, or deems to impede the movement of persons or vehicles, or deems to disrupt or threaten to disrupt the ingress or egress of persons from college facilities, the vice-president for marketing and student development or designee is authorized to:

(a) Prohibit the entry of any person, or withdraw from any person the license or permission to enter onto or remain, upon any portion of a college facility;

(b) Give notice against trespass to any person from whom the license or permission has been withdrawn or who has been prohibited from entering onto or remaining upon all or any portion of a college facility;

(c) Order any person to leave or vacate all or any portion of a college facility.

(2) Any student who disobeys a lawful order given by the vice-president or designee pursuant to subsection (1) shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-090, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-095 Smoking.** Smoking in college buildings and in areas of the campus not specifically posted by the administration as open for smoking is not permitted. Violations of this section shall be cause for discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-095, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-100 Liquor.** Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any liquor as defined in RCW 66.04.010, in violation of law or in a manner which significantly disrupts a college activity, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-100, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-105 Drugs/substance abuse.** Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance as defined in RCW 69.50.101, in violation of law or in a manner which significantly disrupts a college activity, shall be subject to discipline. For purposes of this section, "sell" includes the statutory meaning in RCW 69.50.410.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-105, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-110 Conduct at college functions.** Any student who significantly disrupts any college function

by intentionally engaging in conduct that renders it difficult or impossible to continue such a function in an orderly manner, shall be subject to discipline. A college function for this purpose includes, but is not limited to, any disciplinary, grievance, or appeal meeting or hearing under these rules.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-110, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-115 Theft—Stolen property—Robbery.** Any student who, while in any college facility or participating in a college-related program, commits theft as defined in RCW 9A.56.020, or possesses stolen property as defined in RCW 9A.56.140, or commits robbery as defined in RCW 9A.56.190, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-115, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-120 Damaging property.** (1) Any student who causes or attempts to cause physical damage to property owned, controlled or operated by the district, or to property owned, controlled or operated by another person while said property is located on college facilities, shall be subject to discipline.

(2) Any student who in this or any other manner is guilty of malicious mischief in violation of RCW 9A.48.070 through 9A.48.100 shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-120, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-125 Interference—Intimidation.** Any student who, while in any college facility or participating in a college-related program, shall interfere by force or violence with, or intimidate by threat of force or violence, another person who is in the peaceful discharge or conduct of his/her duties or studies, in the manner prohibited by RCW 28B.10.570 or 28B.10.571, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-125, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-130 Offensive language.** Any student who, while in any college facility or participating in a college-related program, and without a privilege to do so, uses language which he/she knows or should know is offensive to a reasonable person, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-130, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-135 Sexual harassment.** Any student who, while in any college facility or participating in a college-related program, knowingly engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-135, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-140 Forgery or alteration of records.** Any student who, while in any college facility or participat-

ing in a college-related program, engages in forgery, as defined in RCW 9A.60.020, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-140, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-145 Computer trespass.** Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, a faculty member or the district, in violation of RCW 9A.52.110 through 9A.52.130, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-145, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-150 Firearms/explosives.** Any student who, while in any college facility or participating in a college-related program, uses or has on his/her person firearms or explosive materials, without written permission of the vice-president for marketing and student development or vice-president's designee, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-150, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-155 Other punishable acts.** Any student who, while in any college facility or participating in a college-related program, commits any other act which is a crime under the laws of the state of Washington or the United States and which act does not otherwise violate a rule of student conduct, shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-155, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-160 Initiation and types of nonacademic discipline.** (1) Any college administrator, except the president or a member of the disciplinary board, may take either of the following disciplinary actions against a student, for causes other than cheating or classroom misconduct:

(a) Warning: An oral or written notice to a student that college expectations about conduct have not been met;

(b) Reprimand: A written notice, designated as a reprimand, which censures a student for improper conduct and includes a warning that continuation or repetition of improper conduct may result in other, further discipline.

(2) A copy of any written warning or reprimand should be provided to the vice-president for marketing and student development.

(3) The vice-president for marketing and student development, or designee, after meeting or attempting to meet with the student to advise of the potential violation and penalties, may issue a warning or reprimand or take any of the following disciplinary actions against a student, for causes other than cheating or classroom misconduct:

(a) Probation: A written statement placing specific conditions upon the student's continued attendance at the college, for a stated period of time not exceeding termination of the student's enrollment. Violation of any such condition shall be cause for further disciplinary action;

(b) Suspension or Dismissal: Written termination of status as a student at the college, for a period of time that is limited (suspension) or indefinite or open-ended (dismissal). The written notice should indicate any condition(s) for readmis-

sion, and that written application for readmission must be made to the vice-president for marketing and student development. Upon receipt of such an application, with justification deemed adequate by that vice-president, the student may be readmitted. No fees will be refunded for the quarter in which the action is taken;

(c) Monetary fine or restitution: A written order, alone or combined with another disciplinary action, requiring the student to pay, within a stated time limit, appropriate restitution for a financial loss caused by the student's misconduct and/or a monetary fine not exceeding one quarter's tuition. Failure to pay shall be cause for further disciplinary action and/or cancelling and barring the student's registration.

(4) Any written notice of disciplinary action under this rule (a) shall be either delivered personally or mailed by first class mail to the student's last known address, within sixty academic days after the later of the student misconduct or the date the misconduct was discovered or should have been discovered, and (b) shall advise the student of his/her right to appeal under these rules.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-160, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-165 Appeal of nonacademic discipline.** A student may appeal a nonacademic disciplinary action by filing with the vice-president for marketing and student development, within twenty days after the earlier of personal delivery or mailing of notice of the disciplinary action, a written application for an adjudicative proceeding conducted by the disciplinary board. The vice-president or designee has discretion to extend this deadline for good cause.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-165, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-170 College disciplinary board.** (1) The Green River Community College disciplinary board is hereby established. The purpose of the disciplinary board is to provide a student with an opportunity to be heard by an independent body with regard to nonacademic discipline.

(2) The disciplinary board shall be composed of five members, who should be chosen no later than November first of each academic year. The board members shall be selected as follows:

(a) The recognized faculty organization shall appoint one member and an alternate; each such person shall serve a two-year term, which shall automatically be extended until his/her successor is appointed.

(b) The president of the recognized student organization shall appoint two members and an alternate; each such person shall serve a one-year term, which shall automatically be extended until a successor is appointed.

(c) The college president shall appoint one member and an alternate from the college administration, neither of them being the vice-president for marketing and student development, who shall serve at the pleasure of the president.

(d) The chairperson of the board shall be the person functioning as dean of educational planning or his/her designee; if that dean is disqualified from serving, the chairperson shall be the person functioning as dean of student programs or his/her designee.

(1999 Ed.)

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-170, filed 1/27/93, effective 2/27/93.]

### SECTION III ACADEMIC RESPONSIBILITIES AND RIGHTS

**WAC 132J-125-180 Academic responsibilities.** Admission to Green River Community College carries with it the presumption that students will conduct themselves as responsible and honorable members of the college community. Students are expected to maintain high standards of academic honesty and integrity.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-180, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-190 Student academic rights.** (1) A student has the right to fair and equal treatment in all areas of academic concern.

(2) A student has the right to a fair evaluation of his/her academic work.

(3) A student has the right to clearly stated criteria for evaluation by the faculty.

(4) A student has the right to appeal any academic discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-190, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-200 Plagiarism/cheating.** (1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.

(2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-200, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-210 Classroom conduct.** Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subject to discipline.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-210, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-220 Initiation of academic discipline.** (1) After considering available information about possible violation of an academic rule:

(a) A college instructor, after meeting or attempting to meet with the accused student, and upon written notice to the student, may assign to the student a lower or failing grade for an individual project, test or paper or for the entire course;

(b) The student's dean, after consulting with the division or department involved and meeting or attempting to meet with the accused student, may recommend modification of the instructor's action and/or dismissal of the student from the college;

(c) The vice-president for instruction, after consulting with the dean and meeting or attempting to meet with the accused student, may modify the instructor's action and/or place the student on probation or dismiss the student from the college.

(2) Written notice of any academic discipline under this rule (a) shall be either delivered personally or mailed by first class mail to the student's last known address, within sixty academic days after the later of the student misconduct or the date the misconduct was discovered or should have been discovered, and (b) shall advise the student of his/her right to appeal under these rules.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-220, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-230 Student academic grievance.** An academic grievance refers to a claim by a student that:

(1) A specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation;

(2) The standards employed by an instructor in evaluating the student's academic progress are arbitrary or capricious; or

(3) An instructor or academic administrator has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely and significantly affects the student's academic standing or career.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-230, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-240 Appeal of academic discipline—**

**Filing of academic grievance.** (1) A student may appeal academic discipline or initiate an academic grievance by the following steps:

(a) Step one — Within ten days of the earlier of mailing or personal receipt of notice of the disciplinary action or receipt of notice or information about the facts on which the grievance is based, the student must meet or deliver a written request to meet immediately with his/her instructor to discuss the specific academic discipline or grievance.

(b) Step two — If no resolution occurs, the student must notify the vice-president for marketing and student development. That vice-president or his/her designee shall attempt to arrange a meeting with the student, faculty member and division chairperson.

(c) Step three — If no resolution occurs, the student must again notify the vice-president for marketing and student development or designee, who shall attempt to arrange a meeting between the student and the appropriate instructional administrator.

(d) Step four — If no resolution occurs, the student must again notify the vice-president for marketing and student development or designee, who shall attempt to arrange a meeting between the student and vice-president for instruction.

(2) Every affected person shall act promptly and in good faith to complete these four steps in an expeditious manner. Failure to act promptly and in good faith shall be cause for the vice-president for marketing and student development or designee to uphold or dismiss the appeal or grievance without

completion of any remaining step, provided that any such action shall itself be appealable to the academic board.

(3) If no resolution has occurred through use of all of these four steps within twenty days after the action being challenged in the student's appeal or grievance, the student may file with the vice-president for marketing and student development, within thirty days after the action being challenged, a written application for an adjudicative proceeding conducted by the academic board. The vice-president or designee has discretion to extend this deadline for good cause.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-240, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-250 College academic board.** (1) The

Green River Community College academic board is hereby established. The purpose of the academic board is to provide a student with an opportunity to be heard by an independent body with regard to discipline and/or an academic grievance.

(2) The academic board shall be composed of five members, who should be chosen no later than November 1st of each academic year. The board members shall be selected as follows:

(a) The recognized faculty organization shall appoint two members and an alternate; each such person shall serve a two-year term, one beginning and ending in even-numbered years and the other in odd-numbered years, which term shall automatically be extended until a successor is appointed.

(b) The president of the recognized student organization shall appoint one member and an alternate; each such person shall serve a one-year term, which shall automatically be extended until a successor is appointed.

(c) The college president shall appoint one member and an alternate from the college administration, neither of them being the vice-president for marketing and student development, who shall serve at the pleasure of the president.

(d) The chairperson of the board shall be a college dean not previously involved in the case, as designated by the vice-president for marketing and student development.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-250, filed 1/27/93, effective 2/27/93.]

**SECTION IV**  
**DISCIPLINE/GRIEVANCE ADJUDICATIONS**

**WAC 132J-125-260 Discipline and grievance—Type of adjudicative proceeding.** (1) A student may appeal a disciplinary action or continue an academic grievance by filing a written application for an adjudicative proceeding with the vice-president for marketing and student development as specified in WAC 132J-125-165 or 132J-125-240. The application may, but need not, be on a form provided under WAC 132J-108-040.

(2) The vice-president for marketing and student development or designee shall determine, after promptly meeting or attempting to meet with the student, (a) whether the disciplinary board or the academic board should hear the appeal and (b) whether the matter will be heard as a regular adjudicative proceeding or a brief adjudicative proceeding.

(3) In an academic grievance case or a case where the student is appealing disciplinary dismissal from the college,

the student shall be entitled to a regular adjudicative proceeding under WAC 132J-125-280 if he/she files a proper written application for such a proceeding.

(4) In any other case, the matter shall be handled as a brief adjudicative proceeding under WAC 132J-125-290.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-260, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-270 Discipline and grievance—Proceedings generally.** In both adjudicative proceedings and brief adjudicative proceedings:

(1) The matter shall be heard by the presiding officer de novo.

(2) No person may serve as a presiding officer or board member in a particular case if he/she has direct and significant personal knowledge of the relevant facts. Disqualification and replacement of a board member, for a particular case only, shall be as provided in RCW 34.05.425, with substitution of that member's alternate.

(3) Failure to participate or cooperate in the proceeding may be taken into consideration by the presiding officer and shall not preclude the presiding officer from making a decision. This shall not in any way limit the possibility of a default under RCW 34.05.440.

(4) The vice-president for marketing and student development may designate a representative on behalf of the disciplinary action or faculty member. No attorney representative of any party may participate in a hearing unless he/she has filed and served a notice of appearance at least five days before the hearing, but in the event of such notice any other party may also have counsel.

(5) The presiding officer may exclude from a meeting or hearing any person whose conduct is disruptive.

(6) The presiding officer and, subsequently, a reviewing officer may affirm, modify, or reverse any previous decision or action in the matter, and a reviewing officer may remand, in accordance with RCW 34.05.464 or 34.05.491 as applicable.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-270, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-280 Discipline and grievance—Regular adjudicative proceedings.** In a regular adjudicative proceeding:

(1) RCW 34.05.413 through 34.05.476 and chapters 10-08 and 132J-108 WAC shall govern, unless otherwise provided in these rules. For purposes of RCW 34.05.425 and WAC 132J-108-020, the college board of trustees and college president designate the appropriate hearing board (disciplinary or academic) as presiding officer and designate that board's chairperson to make procedural decisions.

(2) The presiding officer shall designate a non-voting record-keeping clerk and may designate additional non-voting staff as appropriate. Hearings shall be recorded, in accordance with WAC 10-08-170.

(3) The presiding officer may conduct prehearing conference(s) in accordance with RCW 34.05.431 and WAC 10-08-130.

(1999 Ed.)

(4) The presiding officer may permit or conduct discovery as provided in RCW 34.05.446, WAC 10-08-120, and 132J-108-060.

(5) The presiding officer(s) shall give not less than seven days advance written notice of a hearing to all parties and intervenors, except where such notice is waived, in accordance with RCW 34.05.434, WAC 10-08-040 or other applicable law.

(6) Four board members shall constitute a quorum and decisions shall require three or more votes.

(7) Hearings shall be conducted in accordance with chapter 34.05 RCW and chapters 10-08 and 132J-108 WAC.

(8) In a disciplinary proceeding, the burden of proof shall be on the party seeking to uphold the discipline to establish good cause by a preponderance of the evidence. In a grievance proceeding, the burden of proof shall be on the student to establish his/her claim by a preponderance of the evidence.

(9) Within the ninety days specified in RCW 34.05.461, and preferably within thirty days, the presiding officer shall serve on the parties and the president an initial order. At the same time, a full and complete record of the proceedings shall also be transmitted to the president. The initial order shall include a statement of findings and conclusions and otherwise comply with RCW 34.05.461 and WAC 10-08-210. It shall also describe the available administrative review procedures specified in the following subparagraph.

(10) The initial order shall become the final order, without further action, unless within twenty days of service of the initial order (a) the president or president's designee, upon his/her own motion, determines that the initial order should be reviewed or (b) a party to the proceedings files with the president a written petition for administrative review of the initial order. RCW 34.05.464 and WAC 10-08-211 shall apply to any such determination or petition.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-280, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-290 Discipline and grievance—Brief adjudicative proceedings.** In a brief adjudicative proceeding: (1) RCW 34.04.485 [34.05.485] through 34.05.494 and WAC 10-08-080 shall govern, unless otherwise provided in these rules. For purposes of RCW 34.05.485 and WAC 132J-108-020, the college board of trustees and college president designate the chairperson of the appropriate hearing board (disciplinary or academic) as the sole presiding officer of a brief adjudicative proceeding.

(2) The presiding officer shall serve on the parties and the president an initial order, a brief written statement of the reasons for the decision, within ten days, in accordance with RCW 34.05.485. That statement shall describe the available administrative review procedures specified in the following subparagraph.

(3) Within twenty-one days after service of the initial order, (a) either party may make a written or oral request for administrative review by the president or (b) the president or president's designee may review the matter on his/her own motion. Any such review shall be governed by RCW 34.05.491. If no such review is taken, the initial order shall be the final order.

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[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-290, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-300 Summary suspension or removal.** (1) A student who significantly disrupts any college class, function, or hearing and makes it unreasonably difficult to conduct the class, function, or hearing in an orderly manner shall be subject to summary suspension or removal. This summary action may be in addition to any other disciplinary action for the same misconduct.

(2) A faculty member, vice-president other than the vice-president for marketing and student development, dean, the coordinator or director of student activities, or designee of any of them, who has observed or otherwise has knowledge about such a disruption, may summarily suspend a student and/or order removal of the student from all or part of the college facilities for a period of up to five academic days. The student ordinarily should, but need not be, warned that such action is possible and given a chance to correct the offensive behavior before summary action is taken.

(3) The student shall be notified, verbally and/or by a writing mailed by first class mail to the student's last known address or hand-delivered, of the summary action taken and the time period during which it is effective. The suspension or removal may begin immediately and may be renewed for an additional five day period.

(4) Upon the student's written request, made within five days of the earlier of mailing or personal receipt of notice of the summary action, the suspension or removal shall be reviewed by the vice-president for marketing and student development. After such review, the vice-president shall issue a written decision continuing, modifying or rescinding the summary action and/or taking any further disciplinary action that he/she deems appropriate.

(5) A student may appeal a summary suspension or removal like any other disciplinary action, by filing an application for an adjudicative proceeding under WAC 132J-125-260. The presiding officer may consolidate this appeal with any related pending matter.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-300, filed 1/27/93, effective 2/27/93.]

**WAC 132J-125-310 Recordkeeping.** (1) The vice-president for marketing and student development shall maintain for at least six years the following records of student grievance and disciplinary actions and proceedings:

(a) Only initial and final orders in cases where a student's grievance has been sustained or a disciplinary action against a student has been reversed and the student fully exonerated;

(b) The complete records, including all orders, in all other cases where adjudication has been requested;

(c) A list or other summary of all disciplinary actions reported or known to the vice-president and not appealed.

(2) Final disciplinary actions shall be entered on student records, provided that the vice-president for marketing and student development shall have discretion to remove some or all of that information from a student's record upon the student's request and showing of good cause.

[Statutory Authority: RCW 28B.50.140(13). 93-04-022, § 132J-125-310, filed 1/27/93, effective 2/27/93.]

## Chapter 132J-128 WAC

### TENURE

#### WAC

132J-128-200 Board policy on tenure and dismissals.  
132J-128-210 Review committees generally.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132J-128-010	Tenure. [Permanent and Emergency Order 75-2, § 132J-128-010, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-020	Tenure review committees. [Permanent and Emergency Order 75-2, § 132J-128-020, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-030	Granting of tenure. [Permanent and Emergency Order 75-2, § 132J-128-030, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-040	Tenure review committee defined. [Permanent and Emergency Order 75-2, § 132J-128-040, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-050	Establishment of criteria and methods for evaluation. [Permanent and Emergency Order 75-2, § 132J-128-050, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-060	Selection of the tenure review committee. [Statutory Authority: RCW 28B.50.852. 78-06-084 (Order 78-1, Resolution No. 77-78/7), § 132J-128-060, filed 6/1/78; Permanent and Emergency Order 75-2, § 132J-128-060, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-070	Evaluation of the probationer. [Statutory Authority: RCW 28B.50.852. 78-06-084 (Order 78-1, Resolution No. 77-78/7), § 132J-128-070, filed 6/1/78; Permanent and Emergency Order 75-2, § 132J-128-070, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-080	Final action on tenure. [Permanent and Emergency Order 75-2, § 132J-128-080, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-090	Dismissal philosophy. [Permanent and Emergency Order 75-2, § 132J-128-090, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-100	Dismissal hearing committee. [Permanent and Emergency Order 75-2, § 132J-128-100, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-110	Basis for dismissal. [Permanent and Emergency Order 75-2, § 132J-128-110, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-120	Dismissal procedure. [Permanent and Emergency Order 75-2, § 132J-128-120, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-130	Resignation. [Permanent and Emergency Order 75-2, § 132J-128-130, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.
132J-128-140	Retirement. [Permanent and Emergency Order 75-2, § 132J-128-140, filed 10/21/75.] Repealed by 94-04-053, filed 1/31/94, effective 3/3/94. Statutory Authority: RCW 28B.50.852.

**WAC 132J-128-200 Board policy on tenure and dismissals.** (1) In accordance with RCW 28B.50.852, the board of trustees of college district no. 10, the appointing authority of Green River Community College, adopts this rules chapter to implement RCW 28B.50.850-869.

(2) The board of trustees recognizes the importance of faculty tenure and appropriate tenure review and dismissal review processes in a higher education institution. The board further recognizes its own ultimate statutory responsibilities in these regards. Accordingly, the board reserves all of its statutory powers and rights regarding the awarding of faculty tenure and the dismissal of faculty, except as expressly provided otherwise in this chapter.

(3) The board also recognizes the important role of the faculty and the faculty's bargaining representative in helping to determine the college's procedures for awarding tenure and dismissing faculty—and helping to implement those procedures. Accordingly, the board will continue to negotiate with that bargaining representative to include major aspects of the tenure and dismissal review processes in the faculty collective bargaining agreements.

(4) These rules are intended to avoid unnecessary duplication of the controlling statutes and/or currently-effective provisions of a faculty collective bargaining agreement, while providing for situations not covered thereby.

[Statutory Authority: RCW 28B.50.852. 94-04-053, § 132J-128-200, filed 1/31/94, effective 3/3/94.]

#### **WAC 132J-128-210 Review committees generally.**

(1) Except as provided in a contrary, currently-effective provision of a faculty collective bargaining agreement, tenure and dismissal review committees shall be constituted and conducted under this chapter and as further directed by the college president.

(2) The president is authorized to take all necessary actions to assure the composition and appointment of a valid and effective review committee, in accordance with RCW 28B.50.869 and/or other applicable law. If the president determines that there is no effective election or appointment to a position on a review committee, the president may declare that position vacant and either appoint a replacement (if it is an administrative staff member) or request an appointment by the student association or faculty bargaining representative, as appropriate. The association or bargaining representative shall convene any necessary meeting(s), make the appointment, and so advise the president within ten calendar days of receiving notification. If the association or bargaining representative fails to so advise of an appointment within ten days, without an extension of that deadline by the president, the association or bargaining representative shall be deemed to have waived its right to participate in the appointment and the president may conduct whatever meeting(s) may be appropriate to secure the appointment.

(3) A review committee shall meet at a time and location designated by the president, after at least three days' notice to all its members, unless its members agree to a different time and/or location. At its first meeting, the committee shall elect a chair, who thereafter shall maintain all committee records.

(4) Review committee deliberations shall be kept confidential to the extent permitted by law, except for evaluation information shared with a probationer.

(5) The review committee shall report to the board of trustees within any deadline set by the president or the board.

(6) A review committee's failure to properly perform its function shall not prevent the board of trustees from making

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a decision, after giving appropriate consideration to any recommendations of committee members and/or appropriate administrators.

[Statutory Authority: RCW 28B.50.852. 94-04-053, § 132J-128-210, filed 1/31/94, effective 3/3/94.]

### **Chapter 132J-141 WAC**

#### **PROHIBITED ACTIVITIES**

##### **WAC**

132J-141-010      Prohibited activities.

**WAC 132J-141-010 Prohibited activities.** It shall be prohibited on or in property either owned, controlled or operated by Green River Community College, District No. 10, for anyone to use or have on his/her person firearms or solid explosives, except duly commissioned law enforcement officers and other individuals who receive written prior approval from the president of the college or his designee. Sanctions for violations of this rule may include, but are not limited to, suspension, dismissal and/or expulsion or removal from campus.

[Permanent and Emergency Order 75-3, § 132J-141-010, filed 12/16/75.]

### **Chapter 132J-160 WAC**

#### **REFUND OF TUITION AND SPECIAL COURSE/PROGRAM CONNECTED FEES**

##### **WAC**

132J-160-010	Purpose.
132J-160-020	Definitions.
132J-160-030	Scope of tuition and special course/program connected fees refund policies.
132J-160-045	Tuition and special course/program-connected fees withdrawal or reduction in class load refund policy.
132J-160-050	Appeal.

#### **DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

132J-160-040      Tuition and special course/program connected fees withdrawal or reduction in class load refund policy. [Order 77-2, § 132J-160-040, filed 7/22/77; Order 73-1, § 132J-160-040, filed 5/14/73.] Repealed by 84-11-021 (Order 84-1, Resolution No. 83/84-2), filed 5/11/84. Statutory Authority: RCW 28B.15.600 and 28B.50.140. Later promulgation, see WAC 132J-160-045.

**WAC 132J-160-010 Purpose.** The board of trustees of Community College District No. 10 proposes the adoption of policies for administering the refund of tuition and special course/program connected fees when a student withdraws from college or reduces class load.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-010, filed 5/11/84; Order 77-2, § 132J-160-010, filed 7/22/77; Order 73-1, § 132J-160-010, filed 5/14/73.]

**WAC 132J-160-020 Definitions.** (1) "Withdraw" - when a student formally leaves college by completing the forms and procedures established by the college.

(2) "Misconduct" - when a student has violated a college rule or policy which results in dismissal from college.

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(3) "Tuition" - fees collected by Community College District No. 10 which include the general tuition fees, operating fees and the services and activities fees.

(4) "Special course/program connected fees" - fees other than tuition required for enrollment (i.e., equipment fees, laboratory material fees, etc.).

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-020, filed 5/11/84; Order 77-2, § 132J-160-020, filed 7/22/77; Order 73-1, § 132J-160-020, filed 5/14/73.]

**WAC 132J-160-030 Scope of tuition and special course/program connected fees refund policies.** Tuition and special course/program connected fees refunds will be made for the student's reduction in class load or for a student's complete withdrawal from college whether he or she has attended classes or not. Students will forfeit all claims to refund of tuition and special course/program connected fees when they discontinue class or classes without completion of the proper forms and procedures according to the published time schedule, discontinue class or classes because of misconduct, and when the tuition and special course/program connected fees are indicated by the board of trustees or the president in the quarterly course schedule, and/or course announcement as nonrefundable. Community service course fees are exempt from this policy.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-030, filed 5/11/84; Order 77-2, § 132J-160-030, filed 7/22/77; Order 73-1, § 132J-160-030, filed 5/14/73.]

**WAC 132J-160-045 Tuition and special course/program-connected fees withdrawal or reduction in class load refund policy.** Upon withdrawal from college or reduction in class load and the completion of tuition and special course/program-connected fees refund forms, the student may receive a refund under the following conditions:

(1) A full refund of general tuition fees, operating fees, and services and activities fees will be made if the student has properly withdrawn prior to the first class session or first day of instruction of the quarter.

(2) A full refund will be made when courses or programs are cancelled.

(3) One-half refund will be made on or after the first class session or first day of instruction of the quarter and on or prior to the thirtieth calendar day of the quarter or when forty percent of the course or program has elapsed, whichever is earlier in the quarter.

(4) No refund will be made after the thirtieth calendar day of the quarter or after forty percent of the course or program has elapsed.

(5) Exceptions may be made for medical reasons or when called into the military.

(6) The college shall charge a refund processing fee to be set by the college president.

(7) Refunds of less than five dollars will not be made.

(8) Students who have paid fees for equipment or materials which have a return/refund value must have the instructor or staff person who is responsible for the return/refund complete the appropriate form approving the refund.

(9) Other fees which are nonrefundable and not subject to this policy will be set by the college president and identi-

fied as such in the quarterly course schedule, and/or course announcement.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-045, filed 5/11/84. Formerly WAC 132J-160-040.]

**WAC 132J-160-050 Appeal.** Students have the right to appeal the refund policy within one calendar year of their payment when there are special circumstances involved. All appeals go to the dean for students.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-050, filed 5/11/84; Order 77-2, § 132J-160-050, filed 7/22/77.]

## Chapter 132J-164 WAC

### BUCKLEY FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

#### WAC

132J-164-010	Purpose of the Buckley Family Educational Rights and Privacy Act policy for Green River Community College.
132J-164-020	Definitions.
132J-164-030	Informing parents of students and eligible students of their rights.
132J-164-040	Procedures for parents and eligible students to request or inspect personal records or to release their personal records to designated persons.
132J-164-050	Students waiving right to review records.
132J-164-060	Appeal of accuracy of records.
132J-164-070	Use of student records.
132J-164-080	Exclusion.

**WAC 132J-164-010 Purpose of the Buckley Family Educational Rights and Privacy Act policy for Green River Community College.** (1) The Family Educational Rights and Privacy Act of 1974 requires that colleges adopt policies and guidelines concerning the rights of students to inspect their educational records and the releasing of such records to third parties. The act also provides that such students shall have the right of hearings to correct or delete inaccurate, misleading or inappropriate data. The act also provides that students shall be informed of the categories of records maintained by the college which are related and identifiable to the student.

(2) Green River Community College is committed to conform to the minimum requirements of Section 438, Public Law 90-247 Title IV, as amended, 88 Stat 571-574 (20 USC 1232g) otherwise known as the Buckley Amendment Family Educational Rights and Privacy Act.

(3) Green River Community College is also committed to conform to the minimum requirements of the statement of the rights and responsibilities of the student body of Green River Community College (chapter 132J-120 WAC — see Appendix).

(4) In compliance with the above-stated guidelines this policy is designed to insure continued confidentiality of student records and to govern the release of personally identifiable information therein.

[Order 77-3, § 132J-164-010, filed 8/30/77.]

**WAC 132J-164-020 Definitions.** (1) "Administrative unit" shall mean any one of a number of offices under the

direction of a particular administrator, and set up to maintain a variety of records and processes for the college.

(2) "Administrator" shall mean those employees whose job duties are administrative by job description and who exercise supervisory or other managerial responsibilities over other employees.

(3) "Classified person" shall mean any employee who is contracted for a job that is listed and classified with the higher education personnel board of the state of Washington.

(4) "College" shall mean Green River Community College, District 10, state of Washington and the personnel thereof, and any other community college centers or facilities established within District 10, state of Washington.

(5) "Confidentiality" shall mean the state of being held in secrecy or privacy, so as not to be available to third parties.

(6) "Coordinator of admissions" is the college employee who is charged with the responsibility for maintaining applications, transcripts from other institutions, closed program records, and other records required or developed in the admissions process.

(7) "Credentials" shall mean those records and recommendations kept on file by the placement office for job or college placement purposes.

(8) "Dean for students" shall mean the dean for students of Green River Community College, District 10, state of Washington.

(9) "Directory information" includes the following information relating to a student: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

(10) "Educational records" are official transcripts, documents, references, or other such information which is in writing and is preserved as evidence.

(11) "Faculty" shall mean any employee of Green River Community College, District 10, state of Washington who has employment as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments.

(12) "Financial aids officer" is the college employee who is charged with the responsibility for maintaining applications for financial aids, student financial records, records of financial aids awards, work-study, and other information as may pertain to the operations of the financial aid office.

(13) "Identifiable information" shall mean any record or information of such a nature as to aid in or cause the identification of the person to whom it relates.

(14) "Placement officer" is the college employee who is charged with the responsibility for maintaining credentials, recommendations, and other information as may relate to the placement office.

(15) "President" is the chief executive of the college appointed by the board of trustees.

(16) "Registrar" is the college administrative employee who is charged with the responsibility for maintaining transcripts, grades, and grade rosters.

(17) "Student" is any person enrolled at the college.

(18) "Student body of Green River Community College" includes all persons who are enrolled in classes at the college.

(19) "Student body president" shall mean the person elected to the position so-titled by a vote of the student body of Green River Community College.

(20) "Third parties" shall mean any and all persons and/or organizations other than the college or the student.

[Order 77-3, § 132J-164-020, filed 8/30/77.]

**WAC 132J-164-030 Informing parents of students and eligible students of their rights.** (1) This policy shall be included in the regular college catalog as a means of informing parents and eligible students of their rights.

(2) For the purposes of this part, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

(3) Dependent status of the student does not affect his rights under this code.

[Order 77-3, § 132J-164-030, filed 8/30/77.]

**WAC 132J-164-040 Procedures for parents and eligible students to request or inspect personal records or to release their personal records to designated persons.** (1) A written request, dated and signed, must be submitted by the parent or eligible student to the office maintaining the student's record. Each office maintaining records shall be treated as an independent entity so far as record requests are concerned.

(a) The person responsible for the record shall respond to the request within a reasonable period of time, but in no case more than 45 academic days, unless an unavoidable hardship would be incurred by the response within that time. In such cases an extension shall be mutually agreed on and the extension agreement signed by the parties involved in the request.

(b) If a student is denied access to his/her record, the person responsible for that administrative unit shall respond in writing stating the reasons for the denial and the procedures for appealing the denial.

(2) Persons making the request must pay the specified fee or an appropriate cost of duplicating the record which shall include cost of materials and personnel time, if appropriate. The fee shall be a minimum of 25¢ and a maximum of \$1.00 per page, unless extraordinary circumstances require a higher fee. The exact fee shall be determined by the administrative unit providing the copy according to current fee costs of materials and salary schedules.

(3) The college will disclose those records as required by federal or state statutes so long as there is no violation of the Buckley Family Educational Rights and Privacy Act.

(4) No student shall be required to waive his/her rights to either maintain confidentiality or disclose his/her records.

(5) No record will be destroyed during a time when an outstanding disclosure request has been filed on that record.

(6) Student directory information will not be released without a written waiver by the student involved.

(7) A record of disclosures shall be maintained for each record disclosed to other than the student identified in the

record and college employees who are authorized or designated to inspect or use such files.

(8) The following administrative units and college personnel are authorized and recognized to maintain student records:

(a) Registration - the registrar has the responsibility to establish and maintain students records as related to student enrollment, class achievement, attendance, and rosters.

(b) Admissions - the coordinator of admissions shall maintain all requests for admissions, which shall include high school records, test scores, letters of recommendation and copies of all correspondence as related to admissions. These records are normally purged after two years of inactivity, after which no admissions record is maintained.

(c) Financial aids - the financial aids officer has the responsibility to compile personal financial information in the determination of students eligibility for financial aids.

(d) Placement - the placement officer has the responsibility to aid students and faculty to develop professional credentials for students for employment purposes. The credentials may contain confidential letters of recommendation and grade records.

(e) Veterans services - the veterans services coordinator has the responsibility to establish and maintain veteran students and dependent students of veterans records for verification of enrollment, completion, and other records as may be needed for compliance with veterans administration requirements.

(f) Dean for students - the office of the dean for students is responsible for records of students involved in extraordinary situations, such as disciplinary problems, records of irregular behavior, violations of parking or other college policies, local, state, or federal laws, or other types of situations which are outside the normal education program.

(g) Health services - the health services office maintains records regarding selective student interviews, receipt of medication and participation in the health services program.

(h) All other records shall be considered incidental and not falling under the jurisdiction of this policy.

(i) Financial records of the parents are not at the students disposal.

[Order 77-3, § 132J-164-040, filed 8/30/77.]

**WAC 132J-164-050 Students waiving right to review records.** (1) A student may waive his/her right to review his/her record and confidential statements. This waiver would normally be given for records such as those involving, but not limited to, confidential recommendations, admissions to other institutions, honorary recognition, application for employment, etc.

(2) Written waivers shall state which record may be examined and for what purposes.

[Order 77-3, § 132J-164-050, filed 8/30/77.]

**WAC 132J-164-060 Appeal of accuracy of records.** (1) When a student believes that his/her academic record is inaccurate, an appeal may be made to the academic board, which will make a determination about the accuracy of the record.

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(2) The accuracy of all other records may be appealed to an ad hoc records committee consisting of six persons:

(a) Two students appointed by the current student body president,

(b) Two faculty appointed by the current faculty representative unit president,

(c) One classified person appointed by the current classified staff representative unit president, and

(d) One administrator appointed by the president of the college.

(e) The dean for students shall act as a nonvoting executive secretary for the committee.

(f) The informal hearing shall be held within forty-five academic days of the written request, unless both parties mutually agree on a later date.

(g) The time and location of the hearing shall be determined by the dean for students and shall be so far as practical to the convenience of the concerned parties.

(h) The committee shall be selected for each case and dissolved at the determination of the case.

(i) The procedures and operations of the committee shall be determined by the committee.

(j) The dean for students must be notified if the student wishes to be represented during the hearing.

(k) Any appeals may be made to the president of the college within ten academic days. In all cases, the decisions of the college president shall be final.

[Order 77-3, § 132J-164-060, filed 8/30/77.]

**WAC 132J-164-070 Use of student records.** (1) The college may use a student's record for those purposes for which the record was developed, and for other required activities or programs conducted by the college. These uses may include, but not be limited to: Admissions, development of employment credentials, transcripts, degree achievement, honors program evaluation, eligibility for student body offices, athletic eligibility, and payroll.

(2) All administration, staff, faculty and other persons approved by the appropriate administrative unit shall have access to students records when serving in a normal educational interest.

(3) Federal, state, county or other agencies may have access to students records if their access is required for the maintenance and operation of the college, accreditation, student financial aid, judicial order or subpoena, or in cases of emergency when the student's health and safety is in jeopardy.

[Order 77-3, § 132J-164-070, filed 8/30/77.]

**WAC 132J-164-080 Exclusion.** (1) Exclusions from the category of educational records and therefore from the effects of the Buckley amendment's requirements for inspection and disclosure are:

(a) Records generated and maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her capacity,

(b) Records made and maintained by a law enforcement unit of an educational institution solely for the purpose of law enforcement,

(c) Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker thereof,

(d) Records relating to an individual who is employed by the institution other than as a result of his/her student status, and

(e) All records developed prior to January 1, 1975, letters of recommendation made prior to January 1, 1975, or written with assurance of confidentiality, and all records which have been obtained in accordance with the proper procedures, shall be exempt from this policy and not subject to access by the student.

(2) These records may only be reviewed by a physician or certified appropriate professional of mutual agreement by the student and the administrative unit managing the record for the college. If no mutual agreement can be reached, the president of the college shall select an appropriate person to review the record.

[Order 77-3, § 132J-164-080, filed 8/30/77.]

## Chapter 132J-276 WAC PUBLIC RECORDS

### WAC

132J-276-010	Purpose.
132J-276-020	Definitions.
132J-276-030	Description of central and field organization of Community College District No. 10.
132J-276-040	Operations and procedures.
132J-276-050	Public records available.
132J-276-060	Public records officer.
132J-276-070	Office hours.
132J-276-080	Requests for public records.
132J-276-090	Copying.
132J-276-100	Exemptions.
132J-276-110	Review of denials of public records requests.
132J-276-120	Protection of public records.
132J-276-130	Records index.
132J-276-140	Adoption of form.
132J-276-900	Appendix "A"—Request for public record to Community College District No. 10.

**WAC 132J-276-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the Community College District No. 10 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25-32 of that act, dealing with public records.

[Order 73-2, § 132J-276-010, filed 5/14/73.]

**WAC 132J-276-020 Definitions.** (1) **Public records.** "Public record" includes any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) **Writing.** "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents."

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(3) **Community College District No. 10.** The Community College District No. 10 is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District No. 10 shall hereinafter be referred to as the "district." Where appropriate, the term district also refers to the staff and board of trustees employees of the district.

[Order 73-2, § 132J-276-020, filed 5/14/73.]

**WAC 132J-276-030 Description of central and field organization of Community College District No. 10.** District No. 10 is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff are located at Green River Community College, 12401 S.E. 320th Street, Auburn, Washington 98002.

[Order 73-2, § 132J-276-030, filed 5/14/73.]

**WAC 132J-276-040 Operations and procedures.** The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet the third Thursday of each month at 4:00 p.m. in the Holman library board room of Green River Community College, unless public notice is given of a special meeting. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Order 73-2, § 132J-276-040, filed 5/14/73.]

**WAC 132J-276-050 Public records available.** All public records of the district, as defined in WAC 132J-276-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 132J-276-100.

[Order 73-2, § 132J-276-050, filed 5/14/73.]

**WAC 132J-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the college president. The person so designated shall be located in the administrative office of the district. The public records officer shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Order 73-2, § 132J-276-060, filed 5/14/73.]

**WAC 132J-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Order 73-2, § 132J-276-070, filed 5/14/73.]

**WAC 132J-276-080 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the district's administrative staff, if the public records officer is not available, at the administrative office of the district during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

[Order 73-2, § 132J-276-080, filed 5/14/73.]

**WAC 132J-276-090 Copying.** No fee shall be charged for the inspection of public records. The district shall charge a fee of 10¢ per page of copy for providing copies of public records and for use of the district's copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. If a particular request for copies requires an unusually large amount of time, or the use of any equipment not readily available, the district will provide copies at a rate sufficient to cover any additional cost. All fees must be paid by money order, cashier's check or cash in advance.

[Order 73-2, § 132J-276-090, filed 5/14/73.]

**WAC 132J-276-100 Exemptions.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132J-276-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the district reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption

authorizing the withholding of the record and a brief explanation of how the exemption applies to the records withheld.

[Order 73-2, § 132J-276-100, filed 5/14/73.]

**WAC 132J-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other administrative staff member denying the request shall refer to the president of the college. The president or his designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 73-2, § 132J-276-110, filed 5/14/73.]

**WAC 132J-276-120 Protection of public records.** Requests for public records shall be made in the administration building (Holman library) of Green River Community College. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated for their inspection. Copies shall be made at Green River Community College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132J-276-090.

[Order 73-2, § 132J-276-120, filed 5/14/73.]

**WAC 132J-276-130 Records index.** (1) **Index.** The district has available to all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated since June 30, 1972.

"(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

"(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;

"(c) Administrative staff manuals and instructions to staff that affect a member of the public;

"(d) Planning policies and goals, and interim and final planning decisions;

"(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

"(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby



(iii) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

(2) If desired, inquiries or appeals beyond the institutional level may be directed to: Regional Director, Office of Civil Rights, HEW, 1321 Second Avenue, Seattle, WA 98101; The Equal Opportunity Commission, 705 Second Avenue, Seattle, WA 98101; Human Rights Commission, 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, WA 98504.

[Order 76-5, § 132J-300-010, filed 6/25/76.]

### **Chapter 132J-325 WAC**

#### **STATE ENVIRONMENTAL POLICY ACT (SEPA)**

##### **WAC**

132J-325-010 State Environmental Policy Act (SEPA).

**WAC 132J-325-010 State Environmental Policy Act (SEPA).** It shall be the policy of Community College District No. 10 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy.

[Order 76-3, § 132J-325-010, filed 6/25/76.]